



ACCESS POLICY

Department of Archives & Special Collections

General Statement:

It is the responsibility of the Department of Archives & Special Collections (hereafter, the Department) to make available for examination within legal limits (e.g. statute or donor restrictions) the original records and research materials in its possession. The Department will not deny access to materials, nor conceal the existence of any body of materials to any person or persons unless required to do so by statute or donor restriction.

Access to Archival Materials

Archival materials described by a paper or online finding aid, catalog record or Special Materials Index record are available for research anytime during Luhrs Reading Room or Labriola Center service hours. An appointment is required for access to any materials located at remote storage or described in online Accession Records.

Some archival materials are restricted from use by statute or by written agreements with donors. Restricted materials are identified in finding aids, in catalog records and on storage containers. Please consult with curatorial staff for more information about access restrictions. Departmental staff, interns, and volunteers are routinely granted access to unprocessed archival materials in the course of their assigned work, but they are required to abide by this access policy if they are conducting personal research.

Special Circumstances:

The Department reserves the right to limit the use of fragile or particularly valuable materials to the use of suitable reproductions. In addition, the Department may refuse access to an individual researcher who has demonstrated carelessness or deliberate destructiveness to materials.

Borrowing Departmental Collections:

Although the Department does not loan materials to researchers, donors may borrow selected materials from their gift for a specified period of time if they complete our loan agreement form. The Department evaluates requests to borrow original materials for exhibition purposes on a case by case basis with attention to preservation and security issues. Requests are to be referred to the appropriate curator or the exhibits coordinator, and they are responsible for insuring the loan agreement form is completed and filed, and the materials are safely returned in a timely manner.

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